

POLICY BULLETIN CHILD NUTRITION PROGRAMS

TEFAP 01-06

February 8, 2006

SUBJECT: Establishing recipient eligibility for household consumption

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In accordance with 7CFR part 251.5(b) Criteria for determining recipient eligibility. Each State agency must establish uniform Statewide criteria for determining the eligibility of households to receive commodities provided under this part for home consumption.

Households with a total income of 150% of poverty are eligible to receive USDA donated commodities (see attached income guidelines). Income standards may be met through participation in other existing Federal, State, or local food, health, or welfare programs. Automatic eligibility is given to households that participate in the following programs: Food Stamp Program, Medicaid, free school lunch or Headstart. Regulations do not require that applicant households provide independent verification of income, for example, pay stubs.

Recipients of prepared meals are considered to be needy and are not subject to a means test. Homeless people can receive prepared meals served in a congregate setting without submitting an application. However, homeless people must meet income eligibility requirements in order to receive TEFAP food that is **not** served in prepared meals.

Attached is a sample form that could be used for determining eligibility to receive food for home use. Applicants:

- Enter their name, household size and if practicable, address;
- Review the income guidelines or, determine if they participate in one of the means tested programs for automatic eligibility; and
- Sign and date the form. By signing, they are certifying either that their household is participating in another program that is subject to income eligibility, or that their gross household income is at or below the limit listed on the form for households of their size.

These income guidelines must be adhered to. All regional food banks and pantries must use the attached income guideline to determine eligibility. Distribution records must be maintained for three years, plus the current year. These records must be available during a program review.